

## City of Norfolk Online Employment Application Attachment Feature

The City of Norfolk online employment application system allows multiple documents to be attached to the employment application. Refer to the following to understand how to use this feature:

**Document files must be attached to your employment application BEFORE it is submitted.**  
(Online employment applications cannot be modified by the applicant after it has been submitted.)

### Documents

- The specific type of document (certificate, license, diploma, etc.) that is to be submitted with your application will be designated within the vacancy posting announcement.
- Documents must be in a digital/electronic format compliant with either of these file types:
  - Acrobat Portable Document Format ".pdf"
  - Microsoft Word Document ".doc"
  - Microsoft Word Document (2007) ".docx"
  - Joint Photographic Experts Group ".jpg"
- Documents that exist in hard copy/paper, must be converted to a file type described above. Applicants that need assistance with converting documents may seek the professional services of businesses such as [FedEx Office](#) or [The UPS Store](#).

### Attaching files

- **Note:** Prior to submitting the online employment application, the application can be saved at any point, then retrieved later for further editing. This can be helpful if you started to complete the application, but did not have your document attachments ready. A saved application can be retrieved, then document files attached.

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[Police Recruit](#) - Application process steps:

[1 Job Application](#) >>>>> [2 Agency-wide Questions](#) >>>>> [3 Supplemental Questions](#) >>>>> [4 Confirm Application](#) >>>>> [5 Certify & Submit](#)

Agency-wide Questions

Select this option to save your application without submitting it.

[Save Work in Progress](#) | [Save & Proceed](#)

- Attaching files is done through the "Attachments" section of the employment application.

[Education](#) [Add Education](#)

[Work Experience](#) [Add Work Experience](#)

[Certificates and Licenses](#) [Add Certificates or Licenses](#)

[Skills](#) [Add Skills](#)  
Office Skills  
Typing: 0  
Data Entry: 0  
[Edit](#)

[Additional Information](#) [Add Additional Information](#)

[References](#) [Add Reference](#)

[Resume](#) [Edit Resume](#)

[Text Resume](#)

[Attachments](#) [Add Attachment\(s\)](#)

Document files are attached using this link within the employment application.

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1 >>>> 2 >>>> 3  
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#)

Job Application » Profile

\* File Description  \* Required Field

\* File  Browse... Upload

[Attach another file](#)

\* Required Field

Enter a description that reflects the type of document. Example: Birth Certificate, High School Diploma, etc)

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Police Recruit - Application process steps:

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[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Profile

\* File Description  \* Required Field

\* File  Browse... Upload

[Attach another file](#)

Upload each file individually.

\* Required Field

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Police Recruit - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5  
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Profile

\* File Description  \* Required Field

\* File  Browse... Upload

[Attach another file](#)


Attach additional files as needed.

\* Required Field

- Attachments are submitted when the employment application is submitted.

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5  
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Norfolk and will not be returned. I understand the City of Norfolk may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Submit application Accept Decline